

POLICY AND PROCEDURE	
Policy Title: Residency Eligibility Criteria	Program: Project Homekey, Live Oak Apartments
Approved by Name and Title: Megan Van Sant, Sr. Program Manager	Effective Date: January 2022 Updated: March 2025
This policy was developed in accordance with our contract guidelines with the California Department of Housing and Community Development.	

Purpose

The mission of Live Oak Apartments is to provide safe and permanent housing for households experiencing homelessness or who are at-risk of homelessness. This project strives to provide a runway to re-stabilization and independence through strong support services tailored to the needs of each resident household.

Policy

The County of Mendocino executed Standard Agreement #20-HK-00071 with the California Department of Housing and Community Development for the Mendocino County Homekey Project. This funding agreement requires that the County commit to specific eligibility criteria and target population definitions for the project. This policy defines the eligibility criteria and target population definitions.

Procedure

Resident of Live Oak Apartments must meet both **Basic Eligibility Criteria** AND at least one of the **Target Population Eligibility Criteria**:

Basic Eligibility Criteria for All Residents

- Households without minor children must be homeless or at-risk-of-homelessness upon move-in, per the 24 CFR 578.3 regulations.
- Households with minor children must be homeless upon move-in, per the McKinney-Vento Act definitions.
- Household must be willing and able to provide identification and income verification.
- Household member(s) must be able to independently perform all of their Activities of Daily Living (ADLs), and household member(s) must be able to perform all their own Instrumental Activities of Daily Living (IADLs) independently or have adequate caregivers to assist in the performance of their IADLs. Please see attached ADLs and IADLs list. Residents must provide certification from a medical provider of their ability to independently complete ADLs, upon request by project staff.

Target Population Eligibility Criteria

- Veterans: The Veterans Administration (VA) and the County of Mendocino executed a Memorandum of Understanding (MOU) that defines the criteria for Veterans. The VA selects candidates after they verify the candidate's Veteran status. Five (5) units are allocated for this population.
- Seniors: Adults over 60 years of age.
- Households with minor children: Households with at least 50% physical custody of children under age 18, or the head of household is pregnant. (Households that qualify for CalWORKS are given priority points when scoring referrals.)
- Transitional Age Youth: Unaccompanied youth aged 18-25 who have aged out of Foster Care; who have experienced verifiable chronic adolescent homelessness; who have a history of family participation in volunteer Child Welfare cases; or have been involved in the juvenile justice system and are currently on probation.
- People with documented serious health conditions: People who have a documented serious and ongoing health condition that puts them at additional risk when being unsheltered. The qualifying household member must be enrolled in an Enhanced Care Management program or other case management program and must provide a health certification to project staff upon request.

Eligibility Changes

- During the Bridge Program phase of residency, if the qualifying household member no longer meets the criteria for one of the project's target populations, the household will be given a 90-day notice to terminate residency.
- During a residency lease term, if the qualifying household member no longer meets the criteria for one of the project's target populations, the household will be given a 90-day notice to terminate residency when the lease expires.

Attachments

Activities of Daily Living (ADL) and Instrumental Activities of Daily Living (IADL)

**Activities of Daily Living (ADL)
and
Instrumental Activities of Daily Living (IADL)**

ADLs	IADLs
Bathing	Using phones
Dressing	Shopping
Toileting	Food Preparation
Transferring	Housekeeping
Continence	Transportation
	Taking Medication
	Handling Finances